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MANAGEMENT SERVICES STAFF

MONTHLY REPORT - JULY 1964

1. General

a. After its first full month of operation, the Management Services Staff was engaged in a number of activities designed to provide improved services and support to all levels of management in the Center. Draft mission and function statements for the Staff were prepared and submitted through the Assistant for Administration to the Executive Director, and these statements are currently in the process of being coordinated among Center components. Primary attention was given to the problem of updating the Management Survey of February 1964 although support was given to the Office of the Director on a variety of subjects including the scheduling of non-PI support projects, the effect of a reduction of personnel ceiling and other management problems. At the end of the month the Staff was asked by the Executive Director to survey briefing board requirements and procedures in the Center.

b. Considerable time was spent by the senior management of the Staff during the month in conceptual discussions of the Management Information Program and effective methods of reporting on the work efforts of the Center. Internal staff papers were prepared to define various aspects of the problem and crystallize definitions and categorizations of the various activities in which the Center is engaged. Discussions were held with Division and Staff Chiefs concerning various aspects of the current program and the utilization of a computer based information system to management problems.

c. During July notification was received from the DD/I of the Center's funding allocations for Fiscal Years 1964 and 1965 to be included in the budget estimates currently being prepared. Although funding allocations were generally below those levels requested, sufficient money has been allowed to support nearly all of the planned programs of the Center. Research and development, which is the most flexible of the Center's activities, received the deepest cuts. The most notable feature of the budget allocations was a reduction of 15 positions in the CIA/PID personnel ceiling for FY 1966. This matter is currently under review and will be the subject of further discussions with the DD/I.

d. The Center's vital materials and records management programs were the subject of review during the month and discussions were held between [redacted] Brugioni and [redacted]. These discussions were precipitated by the recent refusal of the CIA Records Center to receive any more shipments of film from NPIC to the Vital Materials Repository. This immediate problem was resolved at a meeting arranged by [redacted] of the CIA Records Management Staff but the need to initiate a review of the Center's vital materials holdings

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and to establish a consolidated records retirement schedule was highlighted. A paper on this subject has been prepared for the Assistant for Administration recommending that responsibilities be established in this field and that a records retirement schedule be established as soon as possible.

2. Management Information Branch

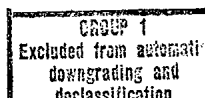
a. Nearly half of the available productive capability of the Management Information Branch was devoted to updating the Management Survey of February 1964. An exhaustive analysis was made of the data input to the Management Information System during its first six months of operation and these figures compared with the earlier estimates. The problem of surmounting the differences in definitions of work categories between the February Management Survey and the data input to the Management Information System proved to be the biggest stumbling block but the final compilation and comparative data is now ready for presentation to the Executive Director.

b. The computer programs being compiled by the Lockheed programmers which will permit retrieval of data from the Management Information System was not completed at the end of July but is estimated will be ready for test operations during the first two weeks of August. Preparatory to the completion of these programs, discussions were held on the various methods for handling requests for data output from the various management levels of the Center. To facilitate handling of requests for data output, a training session will be conducted in August by the Information Processing Division for Division and Staff program coordinators.

c. While the Management Information Branch was heavily committed to special requirements, analyses, and conceptual discussions, it continued to process the massive data input to the Management Information System and to disseminate regular reports and by-products from the System. Regular distribution is now being made of six types of reports including project status data and manhour usage information. All Center components are regular recipients of these products and the project status listings currently is distributed to 15 consumers both within and outside the Center. Improving the format, content and types of reports produced by the Staff is currently under review and will be the subject of continuing efforts in the future.

3. Budget and Financial Analysis Branch

a. The next installment of the budget exercise got underway in July with receipt of instructions and budgetary ceiling allocations from the DD/I's office and the Budget Division, OBPAM. This phase known as preparation of the Office Estimates is due in the DD/I's office on 19 August. At a meeting of DD/I Administrative Officers on 28 July the following figures were issued as NPIC's FY 1965 and FY 1966 allocations:



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	<u>FY 1965</u>	<u>FY 1966</u>	
Position Ceiling	<div style="border: 1px solid black; width: 250px; height: 60px;"></div>		50X1
Funds Ceiling			50X1

The budget requirements compiled from Divisions and Staffs of the Center totalled in excess of in FY 1965 and in FY 1966. After reviewing these requirements, presentations were made to the Assistant for Administration and the Executive Director to assist them in determining funding levels for each Center activity within these ceiling allocations. Although research and development took the major cuts, new R & D project initiations can still be made at the level in FY 1965 and in FY 1966.

b. FY 1965 got off to a good start with being obligated during the month out of a total available budget of This represented a monthly obligation rate of for the first month of the Fiscal Year as compared with during the same period in FY 1964 and during the previous two Fiscal Years. Although much of the funding in July is due to obligation of funds for annual maintenance and rental contracts, a sizeable proportion of this amount was due to initiation of research and development contracts. was obligated in July for R & D projects, the largest of which was a contract with Fairchild for a chip printer at a cost of Most of these R & D projects represented carry-overs from the FY 1964 program which did not meet the obligation stage due to lack of funds and insufficient time in which to process them.

c. Travel in the Center continued at a relatively high level during July with 72 travel orders being processed for domestic travel and one for foreign travel. At the end of the month the travel function was transferred from the Budget and Financial Analysis Branch, MSS to the Personnel Branch, SS in a move to consolidate all support functions within the Support Staff. As part of this realignment of functions, was reassigned to Personnel Branch which will henceforth provide support in this area.

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SUPPORT STAFF

MONTHLY REPORT - JULY 1964

1. Personnel Branch

a. During the month of July, NPIC acquired fourteen new employees and lost five. The adjusted total on-duty strength is [] Twenty-six additional cases were placed in process during this period, making a total of forty-five applicants currently in process.

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b. Considerable effort was spent in realigning Center personnel with the newly-issued Table of Organization. [], Salary and Wage Division, visited the Center on several occasions to survey positions in the Administration area, the Plans and Development Staff and the Technical Intelligence Division for the purpose of establishing final grades. Preliminary arrangements were made to conduct a complete survey of the Information Processing Division to establish officially all titles and grades.

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c. This Branch, in coordination with several Center components, has been developing recruitment requisitions and vacancy notices for newly identified vacancies.

d. The DCI has directed that supervisory personnel attend a half-day reorientation program in August at Headquarters building. NPIC components have been solicited for names of appropriate personnel so that a list might be prepared and forwarded to O/DD/I.

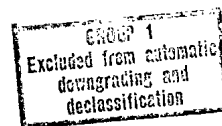
e. Several meetings were held with [], the Assistant for Administration and representatives of PID and PAG to reorganize the PAG support element.

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f. The NPIC Orientation (Director's Briefing) and the NPIC Indoctrination were scheduled for August and personnel concerned were notified.

2. Logistics Branch

a. Discussions with the GSA Building Manager, Mr. Taylor, regarding the relocation of GSA shops to free 2,000 sq. ft. of space on the first floor for the proposed Test and Evaluation and Equipment Maintenance Rooms, have not been successful. This matter will now be turned over to the Office of Logistics for direct negotiations with Region III, GSA.

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b. Real Estate and Construction Division, OL, has indicated informally that the results of the feasibility study for the relocation of the 1401 computer to the 2nd floor, are positive. Cost estimates for the relocation have been requested.

c. At the request of the Executive Director, NPIC, the Chief of the Logistics Branch conducted [] of DMJM, Messrs. Seibert, Schechter, and Captain Williamson from the Office of the U. S. Army, Chief of Engineers, and Mr. Misulia of the Army Map Service on a tour of the building on 1 July. These gentlemen were interested primarily in our utilization of the 490 computer by means of remote readout stations. It is understood that AMS currently has a building under construction and is considering the desirability of making provisions for remote readout stations in their building.

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d. On 21 July, [] Acting Director of Logistics, made a visit to NPIC and was escorted throughout the Center by the Chief, Logistics Branch. During this visit Logistics items as follows were discussed:

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(1) NPIC storage requirements, if and when we have to vacate [] (We are now using approximately 5,000 sq. ft. of space in [] for storage of equipment and supplies.)

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(2) GSA's continuing inability to meet the building maintenance requirements of the Center.

(3) Possibilities of taking over the USGS space on the sixth floor.

(4) The possibilities of obtaining an outside firm for the A & E work on the final design of the exhaust system for the building.

e. A meeting was held 16 July with representatives of the Real Estate and Construction Division, GSA, NPIC to review the preliminary drawings of the toxic exhaust system. These drawings were approved and Mr. Wismer of GSA was requested to proceed with the final drawings and specifications for bidding. We are informed that it will be from five to six months before this project will be ready for bid.

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f. After many months, it is believed a solution to the poor ventilation in lavatories has been found. Large holes in the vertical risers at the third and fourth floor levels were located causing this poor ventilation. A work order has been issued by LSD/OL to have these holes rectified. A contract will have to be let to accomplish this work.

g. The GSA drawings were presented to the Concord Control company and were accepted by them for the installation of the plotter. A requisition for the procurement of two blowers and a de-humidifier was submitted for this installation. Further, a letter of justification for a negotiated contract to be let for this installation was prepared and forwarded to Real Estate and Construction Division, OL. We estimate a saving of over forty-five days over the normal lead time for letting a contract out on bid will be gained.

h. Floor space was renovated on the second floor to accommodate the new IPD division. This space was made by relocation of TID personnel within the TID area.

i. The Pako Processor has been installed and is in operation in Room 4S474.

j. The drawings, and approval to proceed with alternations on the second and fourth floor were forwarded to GSA. It was requested that this work be accomplished as part of the current contract covering the alterations to the first, second, third, and sixth floor package.

k. A total of 130 work requests were received during the month of July. These were processed as follows:

(1) Routine maintenance (non-reimbursable)	85	
(2) Non-routine maintenance (reimbursable)	45	(highest in 1½ years)
Requests carried over from June	30	
Requests completed in July	29	
Requests carried over to August	46	

Of the 46 requests carried over to August, seven are long-range renovation projects, and ten are over 30 days old. Of these ten, seven are involved in carpentry work and three are for electrical work.

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l. Security approval was received for the personnel of Tempo Electronics, Inc. to install the intercom system for PSD. Preliminary work was started but as the vendor has not yet obtained all of the equipment necessary for the installation, this project will probably not be completed until some time late in August.

m. A Xerox 914 copier was installed in the OPS area on the sixth floor. The key operators have been given instructions in its use at the Xerox Corporation office. This now gives us a total of five 914 copiers and one 813 copier within the Center.

n. Requisition activity increased from 23 requisitions processed in June to 233 for July. This can be attributed to the 1 June cut off date imposed by the Office of Logistics for most of the supplies used by the Center. In July, acceptance of normal requisitioning was renewed by the Office of Logistics. Of the 233 requisitions for July, the renewal of maintenance, rental and service contracts, and other special type contracts contributed to the large number of requisitions processed.

o. Requisitions covering contract actions amounting to [] were prepared and forwarded to the Procurement Division, OL. The most significant actions covered the Fairchild Format Printer, the Diffraction Sine Wave Testing Equipment and the Newtek Attitude Determination System. As of the close of business, 31 July, the Center had in force 97 active contracts which totaled []

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p. The Office of Logistics was requested to give priority attention to the problem of metallic dust particles in the air conditioning system, a problem that has been confronting the Center for some time and one about which little action has been accomplished by the GSA Group Forces. As a result of this request a work order was forwarded by the Office of Logistics to GSA authorizing the immediate clean down of the air conditioning system. However, due to internal difficulties in reference to the payment of overtime by GSA, the work has not yet begun.

q. In the latter part of July the deionized water system was put into service. However, tests by [] of P&DS indicated that the water did not meet specifications required by our laboratories.

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[] is working with the mechanical engineers in an attempt to correct this situation.

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r. During the month several gaskets in the fire sprinkling system gave way causing minor flooding in some areas of the building. Since this was not the first occasion of this happening and in view of the potential damage that could result from such failures, GSA was directed to regasket the complete firm sprinkler system in the building. As of this date 4½ floors of the building have been completed. Final completion is expected in early August.

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3. Security Branch

a. During the month of July various pieces of development equipment were scheduled to be shipped to NPIC. Since this particular equipment was obtained under [] contract, the shipment normally would have been made to []. However, at the request of P&DS arrangements were made, using rental trucks and appropriately cleared drivers, to have the equipment delivered directly to Building 213.

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b. Preliminary studies have been conducted by Security Branch to improve the operation of the SOMAT used for secure destruction of water soluble materials. Contact has been made with Anderson Enterprises, Inc., the local SOMAT representatives, and as a result, we have obtained working drawings of a modified chopping blade which should improve SOMAT operating capabilities by 50%. It is also possible that we may be able to obtain Office of Security approval for the use of SOMAT for the secure destruction of film and other non-water soluble materials by use of the modified blade.

c. During the month of July, the Security Branch has been engaged in the systematic-re-photographing of all GSA employees in preparation of the issuance of new red photo badges on 1 August. As a corollary to the badging process, the Branch has been able to obtain more biographic information on GSA personnel assigned to Building 213. This in turn will enable us to maintain a more positive control over GSA workers assigned to the building.

4. Training Branch

a. [] has been nominated by OTR, and accepted by NPIC, as the Chief, Training Branch, NPIC. [] will assume his duties about the first of October upon his return from a TDY assignment [].

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TRAVEL STATUS REPORT

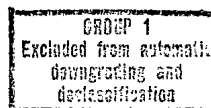
July 1964

Travel Orders (Domestic): Total 72

<u>Division</u>	<u>No. of Trips</u>	<u>Purpose</u>
O/Dir	2	Research & Development
Admin	18	Invitee
PID	2	Research & Development
	2	Training
	3	Operational Support
P&DS	12	Research & Development
	4	Training
TID	5	Research & Development
	10	Operational Support
	6	Training
	1	EOD
PSD	1	Operational Support
	1	Training
CSD	1	Operational Support
	1	EOD
PAG	3	Operational Support

Travel Orders (Foreign): Total 1

PSD	1	Operational Support
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STATUS OF TRAVEL VOUCHERS

Auditing Workload:

Vouchers on Hand Beginning of Month	26
Vouchers Received During Month	<u>86</u>
Total for Auditing	112
Vouchers Audited	<u>89</u>
Vouchers on Hand End of Month	23

Typing Workload:

Vouchers on Hand Beginning of Month	8
Vouchers Received During the Month	<u>89</u>
Total for Typing	97
Vouchers Typed	<u>64</u>
Vouchers on Hand	33

Dissemination Status of Typed Vouchers:

On Hand Beginning of Month for Signature/Payment	28
Completed for Processing	<u>64</u>
Total for Processing	92
Vouchers Processed to Fiscal Division	<u>57</u>
On Hand End of Month	35

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The number of vouchers available for auditing this month is an all-time high for NPIC.

Nine hours of overtime were spent on voucher auditing during the month.

For two weeks, the Passenger Traffic Assistant acted as custodian of the imprest fund in the absence of the custodian.

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SECURITY BRANCH MONTHLY REPORT FOR JULY 1964

1. The following statistics are on cases handled during the month by the Security Branch:

<u>CLEARANCES</u>	<u>CLEARANCES INVOLVED</u>	<u>PERSONS INVOLVED</u>
<u>REQUESTS</u>		
T - - - - -	25 - - -	25
KH - - - - -	25 - - -	
SI - - - - -	25 - - -	
25 - DDI/NPIC		
Operational - - - - -	62 - - -	32
"Q" - - - - -	12 - - -	12
TOTAL-----	149 -----	69
<u>APPROVAL</u>		
"Q" - - - - -	4 - - -	4
<u>CANCELLATIONS</u>		
T - - - - -	11 - - -	11
KH - - - - -	11 - - -	
SI - - - - -	11 - - -	
11 - DDI/NPIC		
Operational - - - - -	1 - - -	1
TOTAL-----	34 -----	12
<u>INDOCTRINATIONS</u>		
T - - - - -	23 - - -	25
KH - - - - -	25 - - -	
SI - - - - -	18 - - -	
20 - DDI/NPIC (2 not briefed SI, T, KH)		
5 - DIA/XX4 (5 not briefed SI)		
6 - DIA-1P (not briefed)		
6 - SPAD (not briefed)		
1 - USAF (not briefed)		
1 - CIA/CONT (not briefed T, SI)		
Operational - - - - -	9 - - -	6
TOTAL-----	75 -----	31
<u>TERMINATIONS</u>		
T - - - - -	13 - - -	13
KH - - - - -	13 - - -	
SI - - - - -	12 - - -	
8 - DDI/NPIC (1 not debriefed T, KH)		
3 - DIA/XX4 (2 not debriefed SI)		
1 - SPAD (not debriefed)		
3 - CIA/CONT		
Operational - - - - -	35 - - -	11
TOTAL-----	73 -----	24

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SECURITY BRANCH MONTHLY REPORT FOR JULY 1964

TRAVELTRAVEL
REQUESTSPERSONS
INVOLVED

36

59

Total number of Requests for Clearances ----- 149

Total number of Security Briefings ----- 148

Total number of Security Violations ----- 1

VISITORSCIA ----- 245

ORR/DDI - - - - - 64

OCR/DDI - - - - - 2

OO/DDI - - - - - 1

ONE/DDI - - - - - 2

DDI - - - - - 16

OS/DDS - - - - - 8

OC/DDS - - - - - 5

OL/DDS - - - - - 5

OF/DDS - - - - - 3

OP/DDS - - - - - 21

OTR/DDS - - - - - 15

DDP - - - - - 3

OCS/DDS&T - - - - - 5

OSI/DDS&T - - - - - 84

OCI/DDS&T - - - - - 7

OSA/DDS&T - - - - - 4

DOD ----- 411

1P - - - - - 59

XX3 - - - - - 28

A1 - - - - - 1

XX4 - - - - - 38

ICID - - - - - 1

XX2 - - - - - 5

NRTSC - - - - - 1

IC3 - - - - - 2

IC4 - - - - - 2

SAO - - - - - 1

PROD - - - - - 5

IRI - - - - - 1

ST - - - - - 1

OTHER - - - - - 266

COMMERCIAL ----- 112

OTHER ----- 30

MAINTENANCE ----- 236

TOTAL ----- 1034

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NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

MONTHLY TRAINING REPORT

July 1964

No. of People by Component

<u>TYPES OF TRAINING</u>	<u>OPS</u>	<u>AS</u>	<u>P&DS</u>	<u>PSD</u>	<u>CSD</u>	<u>PD</u>	<u>TID</u>	<u>PID</u>	<u>IPD</u>	<u>PAG</u>	<u>DIA</u>	<u>Total</u> <u>NPIC</u>
OTR Courses	-	-	-	-	1	-	-	-	-	-	-	1
NPIC-Conducted Courses	1	-	-	-	8	1	22	7	2	3	2	45
On-Site Training Programs	-	-	-	-	-	-	-	-	-	-	-	-
External Training	-	-	3	-	3	2	4	2	2	-	-	16

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